1. X`
2. Resolved complaints from clients and customers and fielded overall company reviews.
3. Supported change management by understanding and addressing impacts of new accounting policies, financial statement initiatives and non-standard transactions.
4. Bolstered revenues by [Number]% by creating codes for accounting tasks, including cost estimation and revenue generation.
5. Implemented budget and expense controls and financial policies by analyzing income and expenditures.
6. Organized budget documentation and tracked expenses to maintain tight business controls.
7. Managed accounting operations, including journal entries, collection efforts, reconciliations and payroll processing.
8. Set goals for accounts receivable team of [Number] clerks and developed strategies to meet goals.
9. Conducted census, financial and insurance reports of payors to determine necessary actions for overdue or credited accounts.
10. Managed [Number] accounts worth $[Number] while supervising team of [Number] clerks and [Number] lower-level accounts.
11. Resolved accounts with late or skipped payments by contacting account holders or delegating to accounts receivable clerks.
12. Managed all areas of accounting, including accounts payable and receivable, general ledger management, banking reconciliations and monthly balance sheet statements.
13. Implemented cost control procedures and cost management processes, saving company $[Amount] within [Timeframe].
14. Proposed and published metrics and KPIs to be incorporated into monthly financials and scorecards.
15. Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
16. Optimized employee performance, output and morale through development of enticing incentive programs.
17. Educated [Job title] on forecasting, financial statuses and financial strategies to assist in [Timeframe] budget creation.
18. Reduced liabilities by accurately managing tax statements, mailings, journal entries, payments and transfers.
19. Stayed on top of applicable federal and state requirements to minimize legal and financial risks.
20. Tracked [Type] business revenue and costs with [Software], diligently reconciling accounts to maintain high accuracy.